APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

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DHR Application Date	1. GEORGIA DEPARTMENT OF HUMAN RESOURCES Division of Rehabilitation Services	ARCHIVES AND HISTORY Application Number	
Application Date	Administrative Services Section		y.
11/23/82	Program Development Unit	D3-41x	<u>:</u>
pplication Number	47 Trinity Ave. S.W.	Date Received Date Comple	ted
82-62	Atlanta, Ga. 30334	DEC 9 1982 FEB 2 8	198
Person to Contact	Working Title	Telephone Numl	
Catherine Brown	Secretary	656-2480	•
Ken Reynolds Action Requested	Chief, Program Develor	<u>pment Unit 656-2480</u>	
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	nulation; no further accumulation anticipated.		
c. Amend Application No.		cede; 🔲 Void	•
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YES NO	10. Questionnaire	(Place on "X" in th	proper column)							
x		a. Is this the official copy of the series? If not, where is it?								
-	b. Does the series	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.								
X	c. Is this a vital re	c. Is this a vital record?								
x	d. Does this series	d. Does this series have historical or long term research value?								
_ x		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?								
X		on contained in this	series ever published	d7 if yes, attach	œργ.	001	11/2:			
_	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.									
X	h. Is there a duplication of this series in your office, or in another office or agency?									
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11. Retention Requirements The following requires the series to be kept:										
a. St	tate Law		years.	. d.	Audit period	 -	years.			
b. St	atute of limitation	4	years.	€.	Administrative need	4_	years.			
c. Fe	ederal law		years.	f.	Federal retention instructions		years.			
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12. Appro	ved Disposition Instruc	tions This agenc	y recommends that	thé file séries be d	ut off at the end of each:	सिंह				
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These	instructions apply to al	prior and future ac	cumulations of the	Paul	J. Mursh	, 1 ,	11/23/82			
Agency He	ead/Designee <i>(Signatu</i>)	re)	Date	Records Manag	ement Officer (Signature)	TOTIA	Date			
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	2	. :		State Rec	ords Committee (Signature)	Dete			
Recomme	ndations in peragraph proved.	State Auditor/	State Auditor/Designee		month Lengt					
	roved, attach letter	Secretary of St	ate/Designes	MA SOLA	Welden	r.	मार्थास			
		Attorney Gene	ral/Designee	Sen	ullus 1. s		1.25-63			
Form 4998	(7-78)		(1	Reverse Side)	John Harry					